

Meeting of the Board of Trustees  
Conant Public Library  
January 14, 2013

Meeting called to order at 7:07 p.m.

**Present:**

Carlin, Vermeulen, Corvelo, Brennan, Dwyer, Campbell

**Public Forum:**

Richard Maki was present. He commented on the budget process and encouraged Campbell to use graphs as part of the process and request what is needed. He believes a modest increase is reasonable.

**Approval of minutes:** December 10, 2012 minutes were approved.

**Consent Agenda**

**Director's Report:** Campbell presents the Director's Report. This report is available at the library.

**Circulation:** Campbell questions the accuracy of circulation numbers from CW MARS and surprised that the numbers reflect a reduction. She spoke with other library directors who are concerned that their numbers are very different since the migration. It also may be because e-books are not included in the circulation numbers. Once the database fields are set, Vermeulen would like the circulation reports run retroactively to verify the numbers. Board discussed providing a notice to patrons about the continuing problems with the state-wide Evergreen library computer system. Vermeulen suggested tapping into the open source community for assistance to resolve the problems.

**Financial:** Campbell does not anticipate problems with the budget.

**Facility:** Elevator inspected on time and passed inspection. Compared to other town buildings, the library is one of the more energy efficient overall. The facilities manager is doing the capital plan and there are specific changes recommended as a result of the audit, with a two to three year return on the energy savings. It is up to the capital committee to fund the projects. The recommendations are for the budget starting in July. Campbell will determine what the facility manager's recommendations are for the library. The wooden awnings have not been built yet and are pending approval from the building inspector. Vermeulen asked that the wooden awnings installation be expedited.

**Services:** Vermeulen suggested that potential user groups be identified and the applicable databases be publicized to them. Campbell has spoken with various business groups about what database systems are available. Vermeulen suggested revisiting the groups to update the information available. Mattei did a basic consult at the Chocksett Middle School library layout at the request of the principal.

**Old Business:**

**FY 2014 budget review:** The trustees reviewed the budget information provided by Campbell (summary sheet, organizational chart, personnel services - salaries, personnel services - wages, head count, detail

general fund expenditures, general fund departmental revenue, special revenue funds, and 10% impact report). Vermeulen asked that Campbell add that a 10% reduction in the budget would result in the library closing one extra day a week. The Trustees approved the budget as amended. Waiting for the accountant's reconciliation data. Dwyer called the town treasurer to discuss the Allen fund and is waiting to hear back.

**Proposed Gift Policy:** Monetary gifts added and materials gifts section reworded. The policy is being updated in part because fines are being removed and more donations are anticipated as a result. Campbell will bring an amendment to the fine policy to the next meeting. The Trustees approved the gift policy.

The Allen Fund will be added as an agenda item at next month's meeting to create a plan of action.

Adjournment: 8:24 p.m.